

Voucher Lines Added at 3 Way Match
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NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

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Voucher Lines Added at 3 Way Match

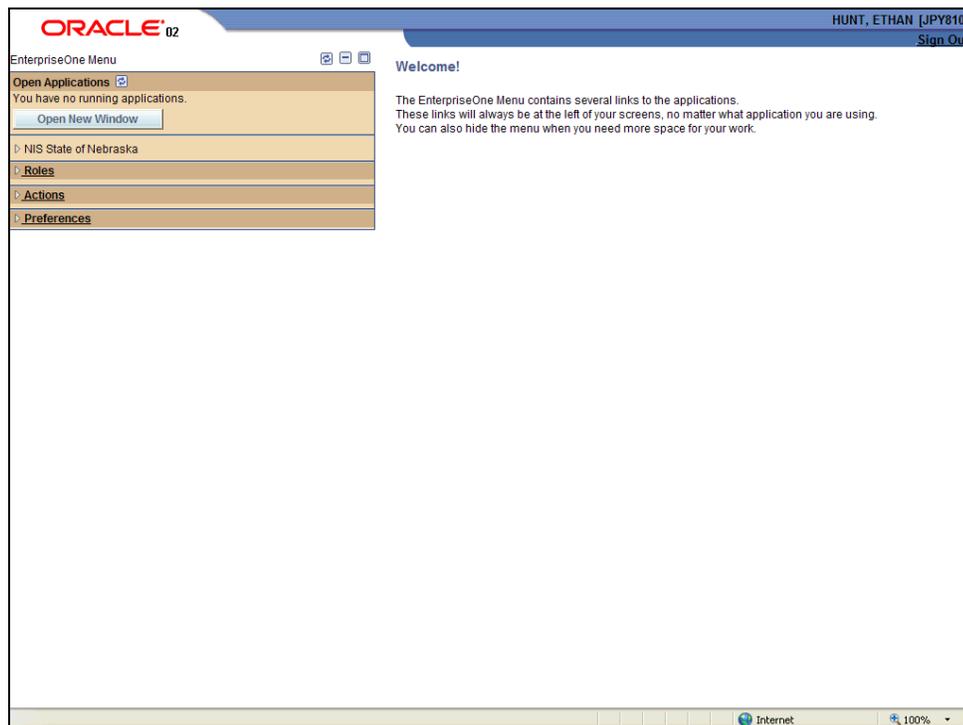
Voucher Lines Added at 3 Way Match Overview

Run this report to obtain information about lines added to Purchase Orders during the 3-way Match process. The report includes the Line Type added during the 3-way Match, Description 1 and 2, Quantity Received/Quantity Open, Receipt Date, and G/L Date. This report could be used to review freight added to Inventory purchases or invoices for less than the quoted Purchase Order price.

Voucher Lines Added at 3 Way Match Lesson

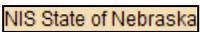
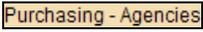
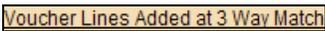
Procedure

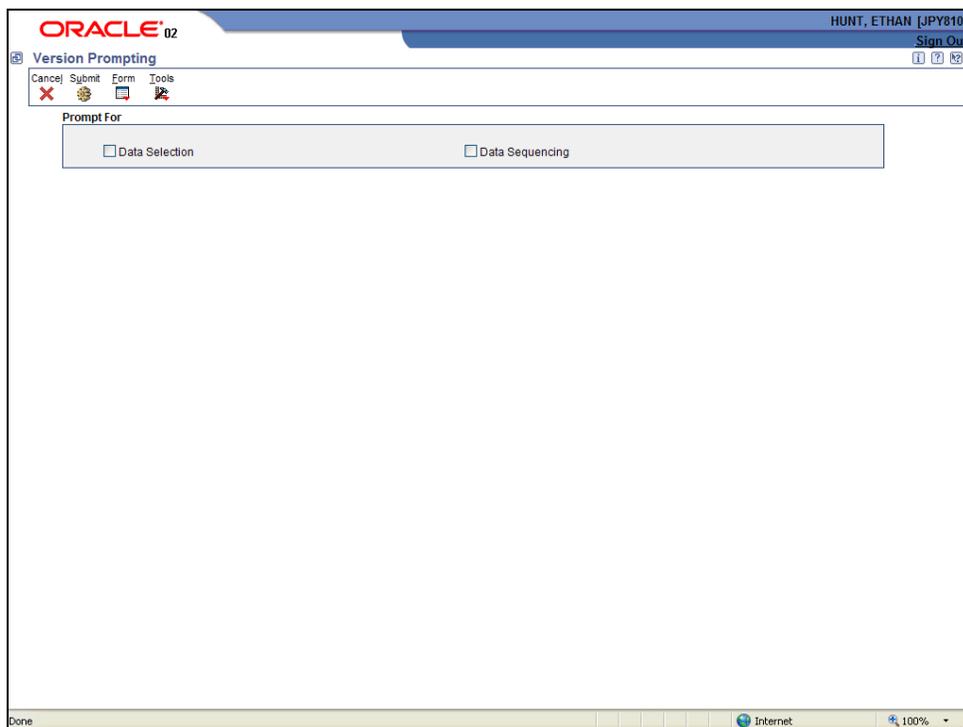
In this lesson you will learn how to run the Voucher Lines Added at 3 Way Match lesson.



Training Guide

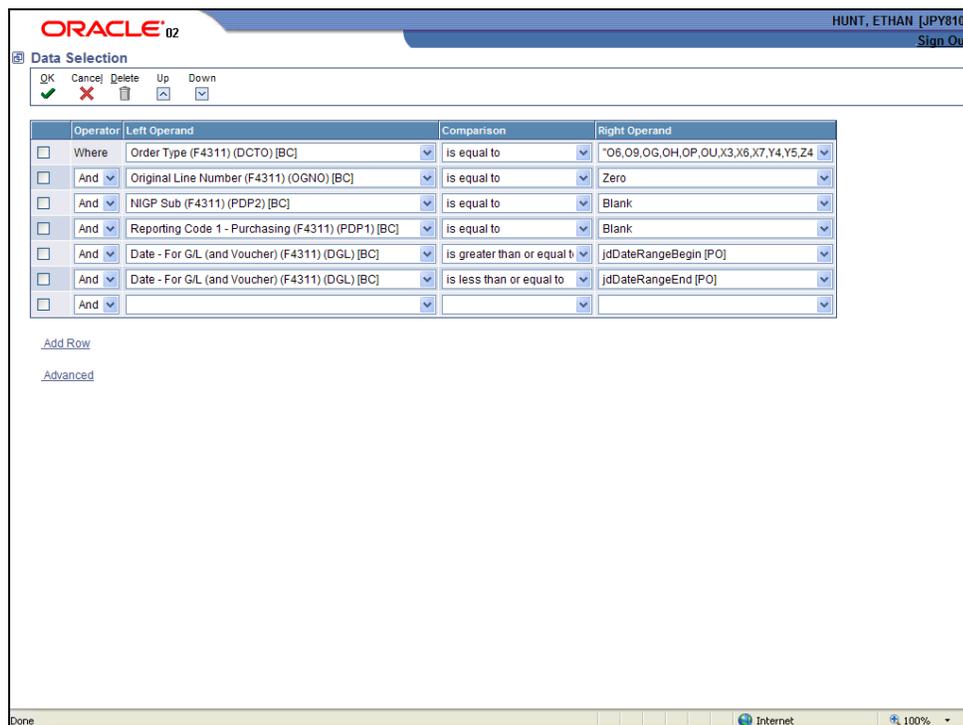
Voucher Lines Added at 3 Way Match

Step	Action
1.	Click the NIS State of Nebraska link. 
2.	Click the Purchasing - Agencies link. 
3.	Click the Receiving link. 
4.	Click the Receipt Reports link. 
5.	Click the Voucher Lines Added at 3 Way Match link. 



Step	Action
6.	Click the Data Selection option. 

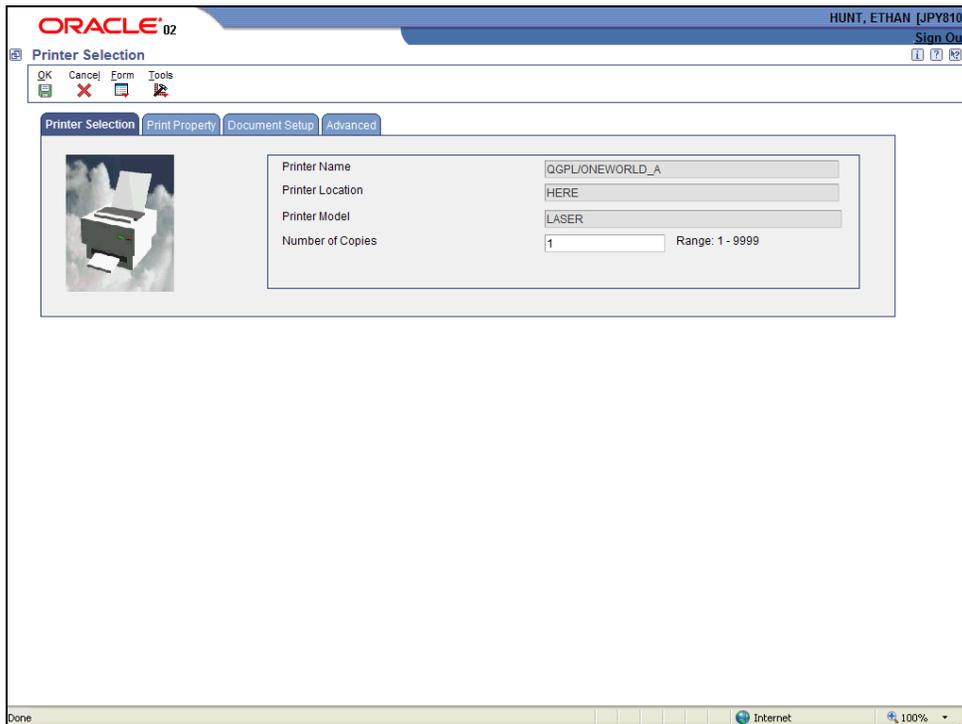
Step	Action
7.	Click the Submit button. 
8.	Leave Data Selection as is. Note: To narrow report by Document Number, complete the following fields on the next blank row: Left Operand – Document (Order No, Invoice, etc.)(F4311)(DOCO)[BC] Comparison – is equal to Right Operand – enter the purchase order number to which lines have been added during the 3-way match process. Note: To change the information in the Right Operand field, click the drop-down arrow in the corresponding row and choose Literal. Enter the appropriate information, and click OK to return to the Data Selection window.



Training Guide

Voucher Lines Added at 3 Way Match

Step	Action
9.	Click the OK button. 
10.	Enter the date range in the Beginning and End fields.
11.	Click the OK button. 



Step	Action
12.	Click the OK button. 
13.	To view the report you will need to go to View Job Status . For more information go to the Reports Lesson under the System Basics (http://www.das.state.ne.us/nis/training_8.1/sys_bs_cs/index.html) work instructions. You have successfully completed this lesson. End of Procedure.